

October 11, 2011



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Attendance October 11, 2011

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input checked="" type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Mike Norris
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

Visitors

Ron King, Dani Hartberger (Public Comments) and Wade McNabb (Beechcraft Convention).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

Meeting Minutes October 11, 2011

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the September 28, 2011, special called meeting will be approved at the November 11, 2011 Board meeting.**
- 3. Public Comments** – Ron King requested a reduction in payment terms for the Momentum Foundation lease agreement. Board members decided not to change the terms of the previously agreed-to Lease Agreement. However, a volume fuel discount

price structure will be considered for the November Board meeting. Dani Hartberger reported that she is working on an airplane themed float for the Christmas parade in December. **A motion was made and approved** to contribute \$100 from the donor account toward costs for the float.

4. **Treasurer's Report** – Karla Smith presented the Treasurer's report with updates on the financial statements, cash flow report and terminal building account status.

5. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – Outdoor fan blades have been replaced and are still intact.

36 and 24 Threshold Markings – A project request to correct the markings in the amount of \$42,759 with 90/10 funding has been submitted to TAD. However, Steve Upshaw has advised us that the markings can be corrected in Spring of 2012 at no cost to us as middle TN airports will be painted and marked as a part of their regular program.

Consultant 5 Year Agreement – PDC provided a new 5-year agreement for signature at the Board meeting.

CIP Plan – A copy of the plan was provided for Board member review. Jon Glass will attend the 10/20/11 meeting in Crossville to submit the plan to TAD.

Momentum Foundation Ramp Expansion Project – Construction funding in the amount of \$405,000 with 90/10 funding was approved by TAC at the September 22, 2011 meeting. The next step will be to receive and sign the grant.

Runway 6/24 Approach Lighting – The project request in the amount of \$320,000 with 90/10 funding was approved by TAC at the September 22, 2011 meeting. The next step will be to receive and sign the grant.

NW Airfield Utility Project – The City is currently reviewing proposals for engineering services.

Airfield Signage/Lighting Inventory – PDC is scheduling the electrical engineer to return to the airport and complete his work.

TN Department of Revenue Letter – We received a letter regarding Trev Echols. Jeremy Bell was on vacation this week, but advised that he will talk to Mr. Castelow on Monday morning the 10th.

Taxiway Drainage Repair – The pre-construction meeting will be held tomorrow (Wednesday) at 10:00 am in the terminal building.

October 11, 2011

Wal-Mart Retaining Ponds – No geese sightings at the airport for the past month. The deer will become more active and monitored in October and November.

Ramp Repair – The grant amount is \$500,000 with 90/10 funding. Local share funding will come from TAD refund on previous projects. As of 8/5/11 we have received \$17,000 in refunds on previous projects with another \$17,220.85 due.

FUEL SALES

A copy of the fuel spreadsheet was provided for Board member review. A total of 11,075.56 gallons was sold during the month of September:

Jet A – 6,748.6

AVGAS Full Serve – 1,693.7

AVGAS Self Serve – 2,633.26

Markup on the fuel totaled \$8,385.43 and labor cost for the month totaled \$3,025.00. During the month of September, Momentum Foundation purchased 1,976 gallons of jet fuel and UTSI purchased 1,949.9 gallons of jet fuel for engine testing at the main campus plus 214 gallons of AVGAS. We are current with all reimbursements to the City for fuel invoices, which means we have one invoice outstanding for AVGAS and one for Jet A, but have not sold all fuel from those purchases. As of 10/7/11, we had 5,600 gallons of AVGAS in the tank and have a split load of 4,000 gallons scheduled to arrive 10/11/11 for the Beechcraft Convention. The price of AVGAS has dropped 29 cents per gallon since our last purchase. Our current prices are full-serve AVGAS - \$4.99; self-serve AVGAS - \$4.79; and Jet A - \$5.09. The City has been reimbursed for all employment costs from 7/20/11 to 9/23/11.

AIRPORT TRAFFIC

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>September 2010</i>	8,805.5	97	15
<i>September 2009</i>	7,398.8	64	17
<i>September 2008</i>	9,871.1	94	41
<i>September 2007</i>	8,673.5	84	34

(We started a new daily aircraft operations tracking system 10/1/11)

MAINTENANCE/NAVAID PROBLEMS

SDF – Don Hall is still working on the SDF and NDB 10/7/11.

NDB – Nothing new to report.

VOR – Inoperable for 2 weeks for a power supply problem. Repaired 10/2/11.

AWOS – No problems or outages for September 2011.

Veeder Root Fuel System – Working properly.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for September 2011.
REILS AND PAPI – Nothing to report.

HANGAR RENT/INSURANCE

HANGAR RENT – The new hangar rent total due for 2011 is \$42,844.44 (Vandy LF not included) including CPI increases. As of 10/7/11, \$37,384.73 has been collected for 2011.

OVERDUE RENT –Byrd Raby will discuss his payment with Pat Williams. All other leases are current.

EXPIRED INSURANCE CERTIFICATE – A letter was sent to hangar owners March 18 about the requirement to list both the City and TAA as additional insured according to the terms of the Lease agreement. As of 9/9/11, we have received 37 updated Insurance certificates. Jon Glass will mail out reminders again next week. Chairman Miller requested that we have our attorney send the next letter to those who continue to ignore the requirement.

AIRPORT MARKETING/PRESENTATIONS – No presentations for September 2011.

SUGGESTION BOX – No suggestions and three thank you letters regarding the recent Air Show and Air Race.

6. Old Business:

- A. Beechcraft Convention** – Wade McNabb reported that 225 people and 50 aircraft were pre-registered for the Convention. He has heard numerous compliments on the current posted fuel prices at the airport.

7. New Business:

- A. Accounts Payable** – Chairman Miller reported that a meeting will be set up with Sue Wilson and Pat Williams regarding the City assuming responsibility for accounts payable when Alderman Norris returns to town after November 10.
- B. City Loan for AVGAS Trailer** – Chairman Miller reported that Jody Baltz looked into a possible City funded small business loan for an AVGAS trailer but the Airport Authority was not eligible. Alderman Norris will check on using the vehicle replacement fund with the City as an option to purchase a trailer with no interest cost. **A motion was made and approved** to pursue funding from the City.
- C.** Chairman Miller reminded Board members of the pre-construction meeting and water and engineering selection meeting at the airport tomorrow (Wednesday) morning.

8. Alderman Norris Comments – Alderman Norris reported that the additional funding for the taxiway drainage improvement project was approved the previous night at the Board of Mayor and Aldermen meeting.

October 11, 2011

9. Meeting adjourned at 5:49 pm.

Submitted on 10/19/11

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting